

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002103	03/19/2008	Michael Drzewiecki	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	04/03/2008 01:00 PM	05/08/2008 02:00 PM	

Ship To: MUNICIPAL COURT 132
951 N. James Lovell St.
Milwaukee WI 53233
United States

Bill To: MUNICIPAL COURT 132
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Milwaukee WI 53233
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC FOR PROJECT MANAGEMENT SERVICES			1.0000	VEN	

Freight Terms: DEST **Ship Via:** NOT APPL

REQUEST FOR PROPOSAL TO AWARD A CONTRACT FOR PROJECT MANAGEMENT SERVICES FOR ELECTRONIC CASE JACKET / DOCUMENT IMAGING SYSTEM PROJECT FOR A PERIOD OF THREE YEARS FROM DATE OF AWARD.

ALL WORK THAT IS PERFORMED SHALL BE IN ACCORDANCE WITH SCOPE OF SERVICES FOR MUNICIPAL COURT PROJECT MANAGEMENT SERVICES FOR ELECTRONIC CASE JACKET / DOCUMENT IMAGING SYSTEM DATED MARCH 31, 2008.

DEADLINE FOR SUBMITTING QUESTIONS FOR THIS RFP IS APRIL 17, 2008. REFER TO PAGE 11 OF THE SCOPE OF SERVICES FOR ADDITIONAL DETAILS.

AWARD WILL BE MADE TO THE HIGHEST RANKED PROPOSER BASED ON THE FOLLOWING CRITERIA:

- CONFORMANCE WITH SUBMITTAL GUIDELINES (PASS/FAIL)
- COST (20 POINTS) *
- EXPERIENCE AND EXPERTISE OF THE COMPANY AND ASSIGNED STAFF IN THE FIELD OF INFORMATION TECHNOLOGY PROJECT MANAGEMENT (20 POINTS)
- DEMONSTRATION OF SUCCESSFUL IMPLEMENTATION OF PROJECTS INVOLVING COURTS, INFORMATION TECHNOLOGY AND DOCUMENT IMAGING (20 POINTS)
- KNOWLEDGE OF THE CITY'S INFRASTRUCTURE, THE MUNICIPAL COURT'S BUSINESS PRACTICES AND PROCEDURES, THE DOA'S EXISTING DOCUMENT IMAGING SYSTEM AND SPECIFIC NEEDS OF THE PROJECT (25 POINTS)
- EXTENT TO WHICH THE PROPOSER CAN ACCOMMODATE THE CITY'S METHODOLOGY, PLANNED APPROACH AND TIME LINE (15 POINTS)
- EBE PARTICIPATION - PROPOSERS CAN RECEIVE UP TO 10 ADDITIONAL POINTS FOR UTILIZING A CITY OF MILWAUKEE CERTIFIED EBE SUBCONTRACTOR TO PERFORM MEANINGFUL SERVICES. REFER TO PAGE 12 OF THE SCOPE OF SERVICES FOR ADDITIONAL DETAILS.

* NOTE: ALL EIGHT COPIES OF THE COST PROPOSAL SHALL BE SUBMITTED IN A SINGLE SEALED ENVELOPE MARKED AS FOLLOWS"

COST PROPOSAL
RFP 0000002103
NAME OF PROPOSER

* REFER TO THE "PROPOSAL SUBMISSION REQUIREMENTS FOUND ON PAGE 14 AND 15 OF THE SCOPE OF SERVICES FOR DETAILS.

COST POINTS WILL BE BASED ON THE GRAND TOTAL OF THE COSTS PROPOSED PHASE 1, PHASE 2 AND PHASE 3. THE PROPOSER HAVING THE LOWEST GRAND TOTAL WILL BE GIVEN HIGHEST SCORE.

DELIVERY DEADLINES FOR THE THREE PHASES OF THIS PROJECT ARE AS FOLLOWS:

- PHASE 1 - APPROXIMATELY 4 MONTHS AFTER RECEIPT OF CONTRACT.
- PHASE 2 - APPROXIMATELY 13 MONTHS AFTER THE COMPLETION OF PHASE 1.

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Authorized Signature

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- PHASE 3 - APPROXIMATELY 9 MONTHS AFTER COMPLETION OF PHASE 2.

WILL YOU COMPLY WITH THE DELIVERY DEADLINES STATED ABOVE? ___YES ___NO

NOTE: IF YOU CANNOT MEET THESE DELIVERY DEADLINES STATED HEREIN, YOUR PROPOSAL WILL BE CONSIDERED NON-RESPONSIVE!

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FOLLOWING DOCUMENTS:

- TITLE PAGE
- FIRST PAGE OF THE INVITATION TO BID DOCUMENT
- BINDING SIGNATURE PAGE FOR RFP'S
- ALL ADDENDUM'S
- EBE FORMS A AND B, IF APPLICABLE
- DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION
- COST PROPOSAL

YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. PROPOSERS ARE, HOWEVER, REQUIRED TO COMPLETE AND RETURN ALL OF THE INVITATION TO BID PAGES WITH THEIR PROPOSAL SUBMITTAL.

PROPOSERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE RFP AND/OR SCOPE OF SERVICES WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE PROPOSAL TO REJECTION.

*** PROPOSAL ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST OR QUESTION WILL BE ISSUED VIA AN ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE PROPOSAL CLOSING DATE. ALL ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). PROPOSERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE RFP CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE RFP CLOSING DATE AND TIME UNLESS OTHERWISE NOTED. FAILURE ON THE PART OF THE PROPOSER TO SUBMIT THE REQUIRED SIGNED ADDENDUM'S WITH THEIR PROPOSAL SUBMITTAL WILL RESULT IN PROPOSAL REJECTION. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

BY SIGNING AND SUBMITTING THE REQUIRED DOCUMENTS THAT PERTAIN TO THIS RFP, THE PROPOSER HEREBY AGREES ALL OF THE TERMS AND CONDITIONS OF THESE DOCUMENTS INCLUDING THOSE CONTAINED IN THE FOLLOWING CITY OF MILWAUKEE DOCUMENTS:

1. TERMS AND CONDITIONS FOR RFP'S WHICH CAN BE FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE.
2. TERMS AND CONDITIONS FOR SERVICE CONTRACTS WHICH CAN BE FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE.
3. SCOPE OF SERVICES FOR MUNICIPAL COURT PROJECT MANAGEMENT SERVICES FOR ELECTRONIC CASE JACKET / DOCUMENT IMAGING SYSTEM PROJECT - RFP 0000002103 - DATED MARCH 31, 2008 WHICH CAN BE FOUND IN THE BIDS PENDING SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE WITH THE RFP.
4. INSURANCE REQUIREMENTS WHICH CAN BE FOUND IN THE FORMS SECTIONS OF THE PROCUREMENT SERVICES SECTION WEBPAGE.

NOTES:

- ONLY THE SUCCESSFUL PROPOSER WILL BE REQUIRED TO SUBMIT AN ORIGINAL COPY OF THEIR FIRM'S INSURANCE CERTIFICATE ACCOMPANIED BY OUR REQUIRED AFFIDAVIT OF NO INTEREST.

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		- THE INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE RECEIVED BY THE DOA, BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION WITHIN 10 DAYS OF RECEIVING NOTIFICATION OF AWARD.					
		- FAILURE TO PROVIDE AN INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST THAT IS FULLY COMPLIANT WITH THE CITY'S INSURANCE REQUIREMENTS MAY RESULT IN THE WITHDRAWAL OF THE AWARD RECOMMENDATION AND THE AWARD OF THE CONTRACT TO THE NEXT HIGHEST RANKED PROPOSER.					
		- THE SUCCESSFUL PROPOSER IS ALSO RESPONSIBLE FOR MAINTAINING PROPER INSURANCE COVERAGE FOR THE DURATION OF THE CONTRACT AND FOR PROVIDING THE DOA, BUSINESS OPERATIONS DIVISION WITH UPDATED CERTIFICATES AND AFFIDAVITS OF NO INTEREST PRIOR TO THE EXPIRATION DATES OF THE POLICIES LISTED ON THE CERTIFICATE. FAILURE TO MAINTAIN THE REQUIRED COVERAGE OR TO SUPPLY UPDATED CERTIFICATE AND AFFIDAVIT OF NO INTEREST AS STATED HEREIN CAN RESULT IN INVOICE PAYMENT DELAYS AND/OR CONTRACT CANCELLATION.					
		- ALL OF THESE DOCUMENTS ARE HEREIN REFERENCED AND INCORPORATED AS PART OF ANY CONTRACT THAT IS AWARDED AS PART OF THIS RFP.					
		- IF YOU HAVE TROUBLE DOWNLOADING ANY OF THE DOCUMENTS REFERENCED IN THE RFP, YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT 1-414-286-3501.					

REQUEST FOR PROPOSAL (RFP)

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

The City strives to make timely payment on all invoices. Payment to the vendor will be deemed timely if the payment is mailed, delivered, or transferred within 60 calendar days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later. If the City does not make payment by the 60th calendar day, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the City disputes the amount of the invoice). Reference Common Council File No. 900859 adopted October 16, 1990, Provisions of State Statute 66.285 and 66.286.

If this Request for Proposal has subcontractor requirements, the prime contractor must pay the subcontractor(s) within ten (10) working days of the contractor's receipt of payment from the City of Milwaukee, or ten days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 11th calendar day.

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

_____ % _____ days

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Sealed Proposals, the original and the specified required number of copies, for furnishing services, work, material, labor, or material and labor combined as specified above will be received in the Office of the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202 no later than 2:00 p.m. of the closing date specified in the upper right-hand corner of page one of this RFP. Your envelope must be plainly marked in the lower left-hand corner of the envelope as follows:

RFP #: 0000002103

RFP DESCRIPTION: VSC FOR PROJECT MANAGEMENT SERVICES - ELECTRONIC CASE JACKET /DOCUMENT IMAGING

CLOSING DATE AND TIME: 2:00 PM ON MAY 8, 2008

Any proposal received in an envelope not properly and clearly marked as specified above will result in the proposal being rejected. Eight copies (1 clearly marked bound original, 6 clearly marked bound copies, and 1 clearly marked unbound copy of your proposal must be submitted. The original copy of your proposal must be signed (manually) to be considered. Facsimiles are not acceptable.

Proposals received after the date and time specified above will be rejected and returned.

NOTE: All proposals, the original and required number of copies specified above, must be time stamped in Room 601, City Hall, by 2:00 p.m. on the closing date. Proposal opening will be in Room 301C of City Hall at 2:30 p.m. The names of firms submitting proposals will be publicly read and will be the only information available at that time.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY EXECUTED.

IMPORTANT!

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, and all of the referenced documents.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

PERFORMANCE BOND REQUIRED: None

ATTACHMENTS:

- 1) Request for Proposal
- 2) Scope of Services (3/21/2008)
- 3) EBE Form A
- 4) EBE Form B
- 5) Designation of Confidential and Proprietary Information
- 6) Cost Proposal
- 6) Proposer's Document Submission Checklist

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, and all of the referenced documents, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

PERFORMANCE OR DELIVERY: Time is of the essence for all terms of the Contract. Performance or Delivery is as specified within the Invitation to Bid Document.

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GUARANTEED PERFORMANCE OR DELIVERY: Failure of the Contractor to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

In signing and submitting this proposal, the Proposer assures the City of Milwaukee that the Request for Proposal, the Proposal, the Standard Terms and Conditions, and the City Contract have been read and understood, and that the furnishing of the subject service work, material, labor, or material and labor combined, is under Proposer control subject to the terms and conditions outlined in the above documents. If the Proposer's performance is contingent upon the acts of another party, the responder assures that they have the necessary commitments to complete the contract which may be awarded to them.

CONTRACTOR agrees that they will comply with all applicable requirements of the AMERICANS with DISABILITY ACT of 1990, 42 U.S.C. 12101, et seq.

IMPORTANT! THIS ORIGINAL COPIES OF THE ALL OF THE REQUIRED PROPOSAL SUBMITTAL DOCUMENTS MUST BE SIGNED MANUALLY. FACSIMILES ARE NOT ACCEPTABLE.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

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CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR REQUESTS FOR PROPOSAL

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____